



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/22/2017	<u>Interviewer:</u> Mohammed Cato	<b>RFA #17 – 12</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> WWU student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☐    Student ☒  
 Concern Regarding:    Male ☒ Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☒

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input checked="" type="checkbox"/> Sex/Gender         | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
2/22/17	[REDACTED] stops by EO Office; speaks to Hailey Chittick	[REDACTED] comes to the EO Office after being referred from CASAS. Wants to meet with someone to discuss options for reporting an assault.
2/23/17	MC meets with [REDACTED]	<p>[REDACTED] and [REDACTED] are friends from class. [REDACTED] explains that she went to meet [REDACTED] downtown at a bar and that [REDACTED] was heavily intoxicated by the time that she arrived. By the end of the night, [REDACTED] indicated that she wanted to leave [REDACTED] and go home. After walking him to the bus station, [REDACTED] indicates to [REDACTED] that she is going home. [REDACTED] reluctantly gives him a hug and avoids an attempt by [REDACTED] to kiss her. She indicates again that she is going home and [REDACTED] grabs her wrist and pulls her toward him. [REDACTED] gets loose and says that she will call the police if [REDACTED] attempts to follow her.</p> <p>[REDACTED] would like to enroll in the Sociology [REDACTED] class with [REDACTED] but [REDACTED] is also enrolled in the class and she doesn't feel safe with him in the classroom.</p> <p>MC explains the Discrimination Complaint Procedure including differences between the informal and formal process. MC also discusses the Office's limits on confidentiality (including the Public Records Act) and the prohibition</p>

		against retaliation, as well as resources, interim measures and reporting options. [REDACTED] provides a personal statement to MC and indicates that she would like to file a complaint and is interested in a no contact order. MC lets [REDACTED] know that he will talk to SGS to determine next steps and see if EOO is the appropriate office to handle the complaint. MC also lets [REDACTED] know that he will follow up with [REDACTED].
The week of 2-27-17	MC calls Michael Sledge to discuss [REDACTED] accounts of events and to determine if the Office of Student Life is the appropriate office to handle her concerns	Sledge agrees that his office should handle the complaint based upon the fact that the complaint is centered around the allegation that [REDACTED] grabbed [REDACTED] wrist (threat to safety).
The week of 2-27-17	MC calls [REDACTED] to explain that her complaint will be handled by OSL	[REDACTED] indicates that she is fine with the change and thanks MC for his assistance.
The week of 2-27-17	MC meets with Jessica to give her an overview and copy of [REDACTED] personal statement.	
3-21-17	The Office of Student Life issues a decision on [REDACTED] complaint	[REDACTED] is found responsible for "conduct that harms or threatens health or safety" He is placed on conditional status, is issued a no-contact order through Fall 2018, must write an apology letter, cannot enroll in the same capstone class as [REDACTED] and must complete the Alcohol and Drug Consultation and Assessment Service Program.